

- C. Encouraging the development of policies and procedures that promote on the state and local level early referrals and prompt services.
- D. Development of coordinated efforts for evaluating the service needs of the target population.
- E. Development of a system in which evaluative information is shared between agencies.
- F. Development of programs which provide medical, social, economic and vocational rehabilitation services to eligible clients.
- G. Encouraging other private and public agencies to provide their resources and services towards meeting the target population's community living and related vocational needs.
- H. Sharing statistical information on the effectiveness of joint programs.
- I. Planning on the state and local level joint staff training activities on policy and service changes affecting the delivery of services to the target population.
- J. Promoting the continual cooperation with the Department of Health, including state mental hospitals and local community behavioral health centers who service the target population.
- K. Development and implementation of Local Cooperative Agreements between Area Welfare Offices and Vocational Rehabilitation District Offices.

III. Legal Basis

- A. The Department of Welfare provides services to the citizens of West Virginia under the following legal basis:
 - 1. Title XX
The West Virginia Department of Welfare receives Federal funds authorized by the "Title XX Block Grants to States for Social Services", which are used to provide or purchase an array of social services.
 - 2. West Virginia Code
Chapters 9, 48 and 49 mandate the Department of Welfare to provide an array of financial and social services (including protective services) for children and adults who are citizens of West Virginia.

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3. Medicaid Title XIX

42 CFR 431.615

with Title V Section 1902 (a) (11) (a) and (B)
with State Mental Health, 1902 (2) (20) (A)
1902 (a) (22) (C)

State Medicaid plans must provide for written
cooperative agreements with state vocational
rehabilitation agencies.

4. Title V

42 CFR 431.615 Division of Handicapped Children's
Services and Title XIX - required agreement

B. The Division of Vocational Rehabilitation receives Federal
funds under the Rehabilitation Act of 1973 and subsequent
amendments to seek, serve, and place in suitable employment
all mentally and physically handicapped individuals in the
State of West Virginia who are eligible for vocational
rehabilitation services. Priority emphasis is given to
serving the most severely disabled.

C. Department of Welfare/Division of Vocational Rehabilitation

July 1, 1971. Joint agreement between Department of Wel-
fare and Division of Vocational Rehabilitation.

Rehabilitation services to welfare recipients under Title I
(AA), Title IV-A (AFDC), Title X (Aid to the Blind), and
Title XIV (Aid to the Disabled).

August 1981. Department of Health/Division of Vocational
Rehabilitation Cooperative Agreement. Integration of the
Division of Vocational Rehabilitation into existing Welfare-
Health Agreements - March 1979.

IV. Services Provided By Each Agency

A. Services of Vocational Rehabilitation

1. Eligibility

The Division of Vocational Rehabilitation was estab-
lished to assist in the vocational rehabilitation of
physically and mentally Handicapped persons. Responsi-
bility for determining eligibility of individuals for
these services rests solely with this Division. The
criteria of eligibility for vocational rehabilitation
are:

- a. The presence of a physical or mental disability which constitutes or results in a substantial handicap to employment.
- b. A reasonable expectation that vocational rehabilitation services may benefit the individual in terms of employability.

2. Services

The following services are made available for the purpose of assisting handicapped persons to prepare for remunerative employment;

- a. Evaluation of rehabilitation potential
- b. Counseling and guidance, including vocational and/or personal adjustment counseling
- c. Physical or mental restoration
- d. Pre-vocational, vocational adjustment and vocational training
- e. Placement in suitable employment
- f. Post-employment services necessary to assist handicapped individuals to maintain their employment
- g. Other related services which may from time to time be authorized by the Director

B. Services of Department of Welfare

1. Eligibility

Eligibility for Department of Welfare services are determined by program regulations established by Federal and State statutes or by Department policy.

2. Services

The following services are provided by the Department of Welfare and can benefit the handicapped individual and/or their family:

- a. Aid to Families with Dependent Children (AFDC/CU)
- b. General Assistance (Medical)
- c. Medical Assistance (Medicaid)
- d. Food Stamp Program
- e. Transportation Remuneration Incentive Program (TRIP)

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- f. Child Support Enforcement
- g. Social Services (Children and Adults)
- h. Work Incentive Program (WIN)
- i. Handicapped Children's Services

V. Joint Responsibilities

A. Referrals

This Agreement is based on the principle that services to the target population need to be coordinated between the Department of Welfare and the Division of Vocational Rehabilitation. An important part of that coordination is the referral system established by both agencies, including feedback on case developments.

Referrals are categorized into two parts--voluntary and mandatory.

1. Voluntary Referrals

Staff members from both agencies are required to refer to each other appropriate potential clients. Each agency's eligibility criteria should be used to determine the appropriateness of the referrals.

Area Welfare Offices and District Vocational Rehabilitation Offices should establish a referral system in their local community. This system should detail guidelines that staff will follow in making voluntary referrals.

2. Mandatory Referrals

The Department is mandated by policy to refer the following individuals to the Division:

a. AFDC/CU

All handicapped members of the AFDC/CU benefit group who would be mandatory WIN registrants except that they have a physical or mental disability which prevents their working must be referred to the Division of Vocational Rehabilitation for evaluation and possible services.

b. AFDC/CU-Related Medical Assistance Only

All AFDC/CU-related medical assistance only applicant/recipients who are receiving AFDC/CU-related medical assistance only based on incapacity are mandatory referrals to the Division of Vocational Rehabilitation.

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c. SSI-Related Medical Assistance Only

Individuals identified by the Economic Service Worker at application or by the Medical Review Team at the time of the decision on their blindness or disability as having rehabilitation potential must be referred to the Division of Vocational Rehabilitation.

3. Joint Referral Form

The DW/DVR-2 "Joint Referral Form" will be used to transmit all referrals between agencies.

B. Local Cooperative Agreements

District Vocational Rehabilitation Offices and Area Welfare Offices will jointly develop local cooperative agreements. These agreements should detail each agency's responsibilities in serving the handicapped person in their community.

Local agreements should address how the following issues will be resolved:

1. Referrals for services including appropriateness, development of a referral system, follow-up and feedback on all referrals.
2. Staff orientation to each agency's program and policies on periodic basis.
3. Knowledge of each agency's goals, purposes and policies for determining eligibility.
4. Coordination of services between agencies, including Vocational Rehabilitation involvement in handicapped children's clinics, as well as other services mutually beneficial to clients.
5. Development of guidelines for case planning activities for mutual clients. Case planning activities should include: assessment, coordination of community agencies, monitoring and advocacy.
6. Establishment of a liaison position assigned by both agencies.
7. Development of procedures for conflict resolution between staff.

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C. Payments For Medical Services

When covered medical services are provided to a Medicaid recipient payment will be made by Medicaid through the Welfare Department. In accordance with CRF 447.15 (Section 1902(a)(4) of the Act) such payments may not be supplemented from any source.

D. Training

The Department and the Division should participate in joint training activities at the State and local level. Persons designated as liaisons on the local level should coordinate joint training activities. Training for new staff as well as ongoing policy interpretation should be given priority. Technical assistance for training on the local level will be provided by both agencies State Office Staffs, including Handicapped Children's Services Staff Training Liaison.

E. State and Local Liaison

The Department of Welfare and the Division of Vocational Rehabilitation will each assign an individual to act as liaison representative for them on the State and local level. These positions should be given to individuals who have experience with handicapped persons. The liaison persons will need skills in coordinating their agency's programs and services with their counterpart.

A special State level liaison person will be assigned from the Handicapped Children's Program to coordinate services with the State level liaison representing Vocational Rehabilitation.

1. State Level Liaison Person

The State liaison person shall have the following functions:

- a. Coordinate the implementation of the State level Cooperative Agreement.
- b. Participate on mutual Advisory Committees when representation is appropriate.
- c. Identify and develop agency resources that can be utilized in serving the handicapped person.
- d. Coordinate the exchange of statistical information on the effectiveness of joint programs.
- e. Develop agency and joint agency staff training related to staff needs and competency levels.

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- f. Evaluate the State and Local Cooperative Agreements to see that they are properly being implemented.

2. Welfare Area Administrator and District Supervisor

Area Administrators and District Supervisors will be responsible for the development of procedures for carrying out the State Agreement. This responsibility will focus upon the completion, implementation, and evaluation of the local cooperative agreements.

3. Local Liaison Person

The local liaison person, in conjunction with the Area Administrator or District Supervisor, shall assist in the following functions:

- a. Developing procedures for carrying out the State Agreement, including completion of a local agreement.
- b. Coordinating communication with the other agency on a quarterly basis to discuss issues relevant to both agencies.
- c. Ongoing coordination of joint staff training activities.
- d. Linking the agency with other agencies which serve the target population.
- e. Develop procedures for conflict resolution between staff.
- f. Be responsible for the dissemination of interagency information to their staff, including Handicapped Children's Services staff.
- g. Assess the effectiveness of the local agreements and establish evaluation procedures.

F. Handicapped Children's Services

1. Mutual Clients and Referrals

The Division of Handicapped Children's Services serves a population that has defined physical disabilities. Many of these conditions affect the patients' development over long periods and therefore, affect their eventual employability. Since Handicapped Children's Services provides medical care, the majority of referrals made to Vocational Rehabilitation will be for vocational services or for medical services which cannot be provided by Handicapped Children's Services.

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